

## ABSTRACT

The invention includes embodiments of methods and systems for conducting and automating meetings. A method embodiment may include capturing discrete portions of information and generating a note from each of the discrete portions of information. Each note may include visually perceptible note information and computer readable symbology of the note information. The method may further include optionally printing the notes. The method may further include moving the notes to a selected repository and organizing the notes in the selected repository to obtain organized notes. The method may further include optionally scanning each of the computer readable symbologies on each of the organized notes to obtain note information and placing the note information into one or more selected computer software applications. System embodiments and computer media embodiments consistent with the methods are also disclosed herein.